PeopleSoft
Entering Budget Journals
March 28, 2006

Breadcrumbs: **Commitment Control > Maintain Budgets > Budget Journals > Enter Budget Journals**
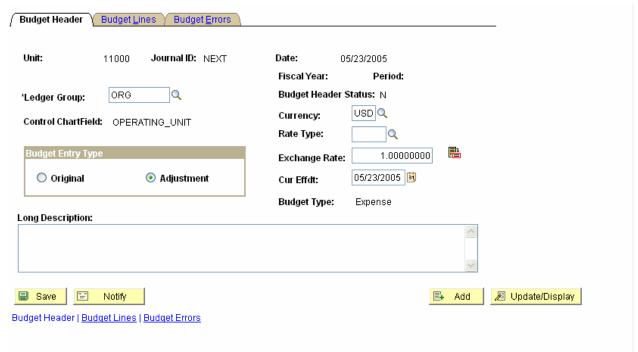
BUDGET HEADER

Use the above navigation to obtain the following screen:

Budget Entry

| Find an Existing Value | Add a New Value |

Business Unit: 11000 🔍
Journal ID: NEXT
Journal Date: 05/23/2005 📅

[Add]

Find an Existing Value | Add a New Value

Please enter your 5-digit Business Unit in the 'Business Unit' field and click the **Add** button. **NOTE:** If you would like to assign a unique name to the budget journal, enter this value in the 'Journal ID' field before clicking the **Add** button.
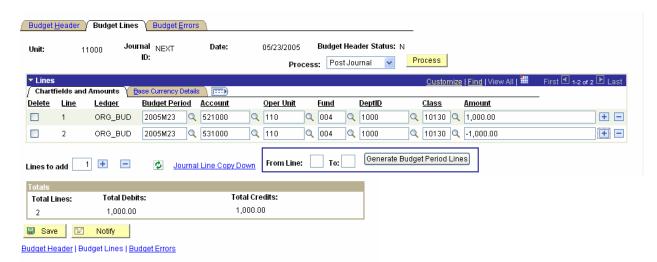
At this time, the **Budget Header page** will appear.

| Budget Header | Budget Lines | Budget Errors |

Unit: 11000   Journal ID: NEXT   Date: 05/23/2005
                                         Fiscal Year: Period:

'Ledger Group: ORG 🔍   Budget Header Status: N

Control ChartField: OPERATING_UNIT   Currency: USD 🔍
                                          Rate Type: 🔍

Budget Entry Type   Exchange Rate: 1.00000000 📄

○ Original   ⦿ Adjustment   Cur Effdt: 05/23/2005 📅

                                          Budget Type: Expense

Long Description:

[   ]

[💾 Save] [📧 Notify]   [📇 Add] [📰 Update/Display]

Budget Header | Budget Lines | Budget Errors

In the 'Ledger Group' field, type <u>ORG</u>. Under the 'Budget Entry Type' section, select **Adjustment**. If desired, type the purpose of the budget entry in the 'Long Description' memo box. Click the **Save** button.

BUDGET LINES

At this time, click the 'Budget Lines' tab or the blue 'Budget Lines' hyperlink at the bottom of the screen. The following **Budget Lines page** will appear.

Complete the **Budget Lines page** by filling in the following fields:

Budget Period   The budget period the budget journal will be applied. The format is YYYYMxx where YYYY is the last year of the biennium and Mxx is the month of the biennium. For example, 2007M01 represents July 2005 and 2007M13 represents July 2006.

Account   The budgetary or expense account to be increased or decreased.

Oper Unit   The operating unit to be increased or decreased.

Fund   The fund to be increased or decreased. Valid entries are 002 for Federal Funds, 003 for Special Funds, and 004 for General Funds.

DeptID   The department to be increased or decreased.

Class   The operating class to be increased or decreased.

Amount   The monetary amount. To increase the budget of an account, enter a positive amount; to decrease the budget, enter a negative amount.

To add additional journal lines, enter the number of lines you wish to add in the 'Lines to add' field and click the '**+**' button. After all budget lines have been entered, click the **Save** button.

To process the budget journal, select on of the following processing options and initiate the process by clicking the **Process** button:

Delete Journal: deletes the current journal. You **cannot** delete a posted journal.

Post Journal: initiates the Commitment Control Posting process. The process edits the journal and, if the journal is valid, posts it.

Refresh Journal: Refreshes the data on the page with data from the database. You will lose unsaved changes.

Upon successfully running the *Post Journal* process, the **Budget Header Status** should be "P".